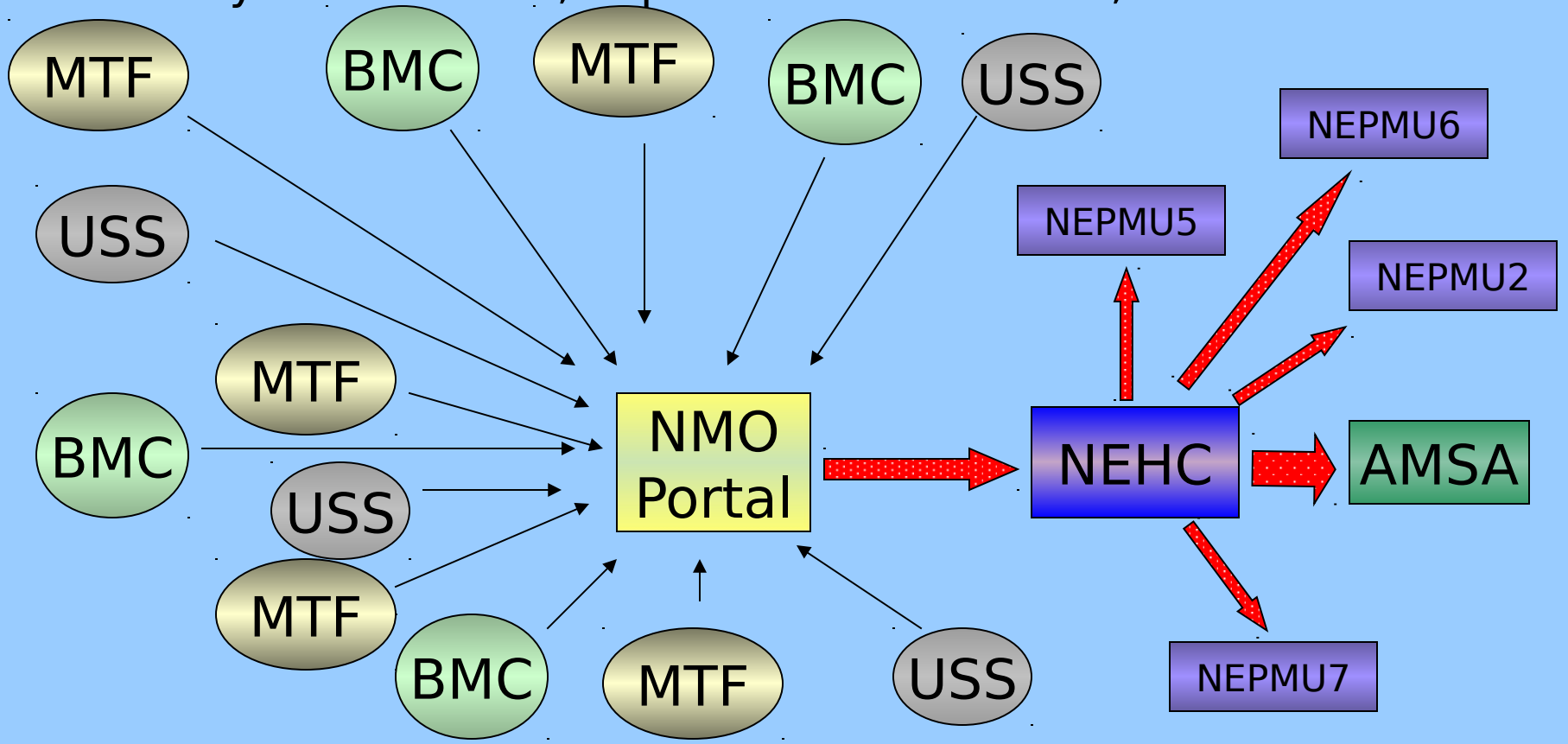
Using Navy Medicine Online Secure Web Portal to Transfer NDRS and SAMS Medical Event Data Files, v1.1

By Lea Gilchrist, Pop Health Directorate, NEHC



Implementing Medical Event Reporting using NMO

Because of new security standards, FTP can no longer be used to send in NDRS or SAMS medical event reports. A public File Cabinet has been created inside Navy Medicine Online that users can use to securely upload data files. The main advantages are:

- Users are authenticated through NMO
- Upload session is secure
- No file stripping or .zip file blocking during upload
- Users know immediately that their file was uploaded
- Not affected by email outages
- Users can only modify or delete the files they upload
- Not dependent on MID to help get the file through the firewall
- Complies with current DoD and DON security

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HM1 Rudy Medina receives congratulations from FORCM Jacqueline DiRosa on March 2 after being named the BUMED Claimancy 18 Shore Sailor of the Year. Medina, who is assigned to Naval School of Health Science in San Diego, won the recognition for his work in implementing key Web training portals and his development of training curriculum which resulted in 100 percent graduation and

Go to Navy Medicine Online at http://navymedicine.med.navy.mil and register if you aren't already registered. Once registered, contact ndrs@nehc.med.navy.mil to request to be added to the *'NDRS User Upload Group'*.

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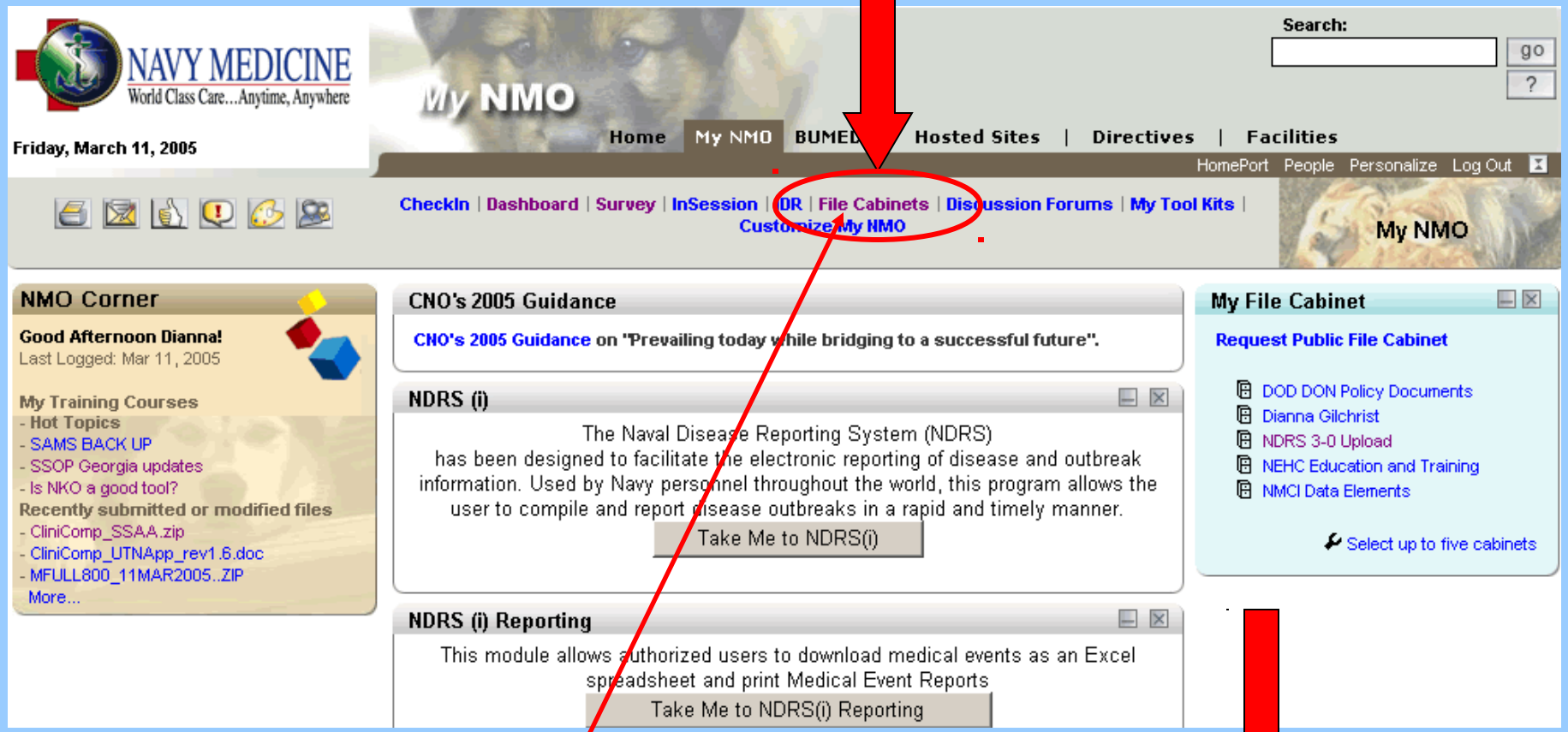
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CheckIn | Dashboard | Survey | InSession | DR | File Cabinets | Discussion Forums | My Tool Kits | Customize My NMO
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NDRS (i)
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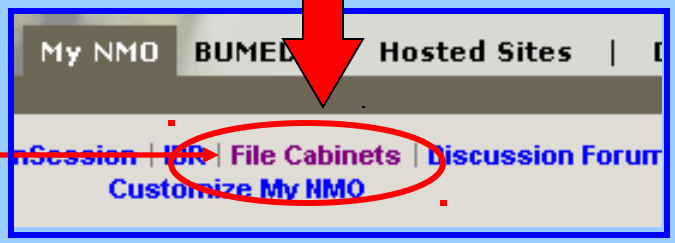
Take Me to NDRS(i)
NDRS (i) Reporting
This module allows authorized users to download medical events as an Excel spreadsheet and print Medical Event Reports
Take Me to NDRS(i) Reporting
My File Cabinet
Request Public File Cabinet
DOD DON Policy Documents
Dianna Gilchrist
NDRS 3-0 Upload
NEHC Education and Training
NMCI Data Elements
Select up to five cabinets

Once logged in, click on the File Cabinets menu selection.



(close-

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File Cabinets is a document sharing tool for authorized users to upload documents so others can view and download them. Users may also choose to subscribe to a File Cabinet to be notified of any changes in its content.

Search in All File Cabinets GO

Enter information to search and press Go.

+ Recently submitted or modified files since 02/09/2005 GO

+ My Personal Files

Request Public File Cabinet

My File Cabinets:

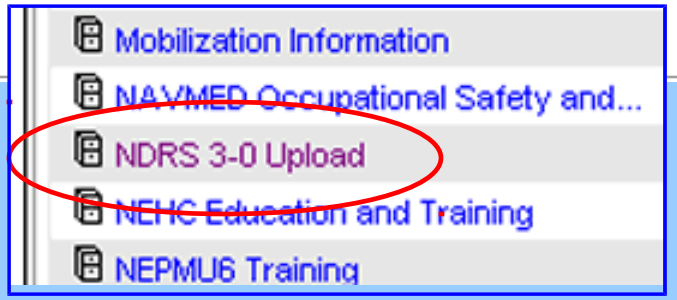
Name		
MOOLA Archive		
MSMMO Consortium		
Mobilization Information		
NAVMED Occupational Safety and...		
NDRS 3-0 Upload	0 MB (0%)	
NEHC Education and Training	7 MB (3%)	
NEPMU6 Training	35 MB (14%)	
NH YOKO	12 MB (5%)	
NMCI Data Elements	0 MB (0%)	
NMCOD Read File	80 MB (80%)	

87 File Cabinets found

= Subscribe | = User List | = Edit | = Request Additional Size | = Delete

In the public File Cabinets, look for 'NDRS 3-0 Upload'. Double-click to open.

(close-up)



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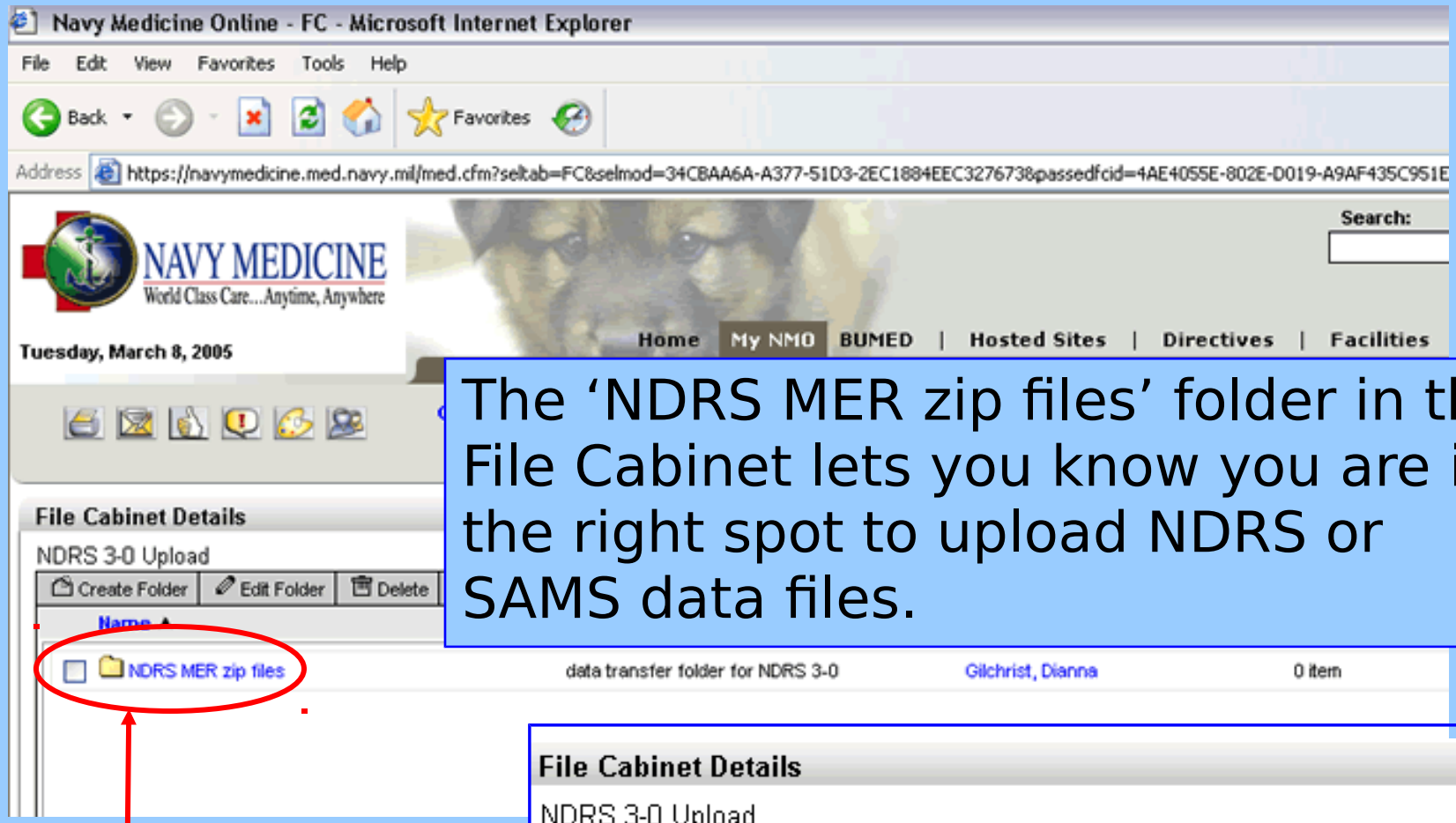
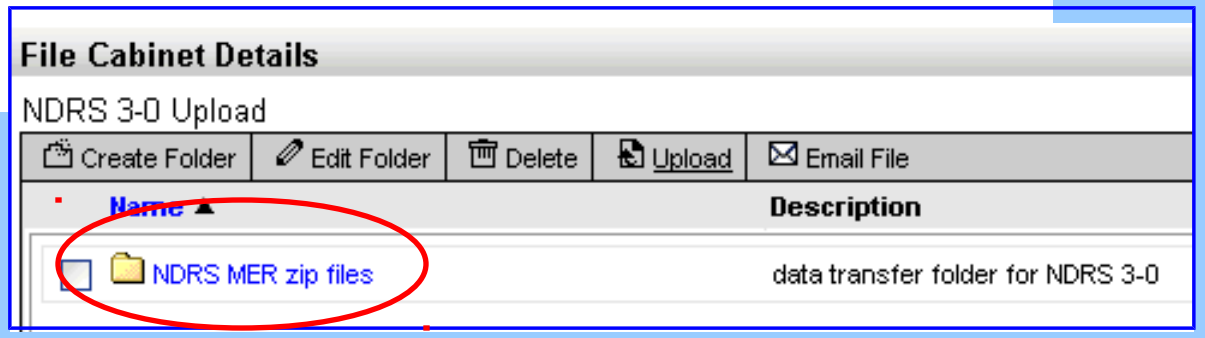
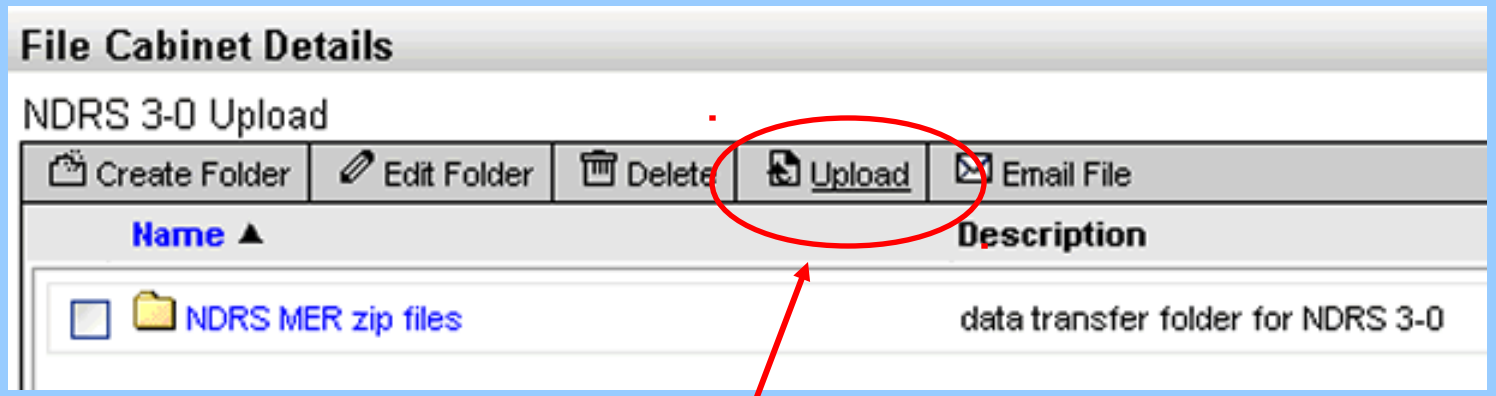


The 'NDRS MER zip files' folder in the File Cabinet lets you know you are in the right spot to upload NDRS or SAMS data files.

(close-up)





Once in the ‘NDRS Upload File Cabinet’, click the ‘Upload’ button above the folder to select your file to upload.

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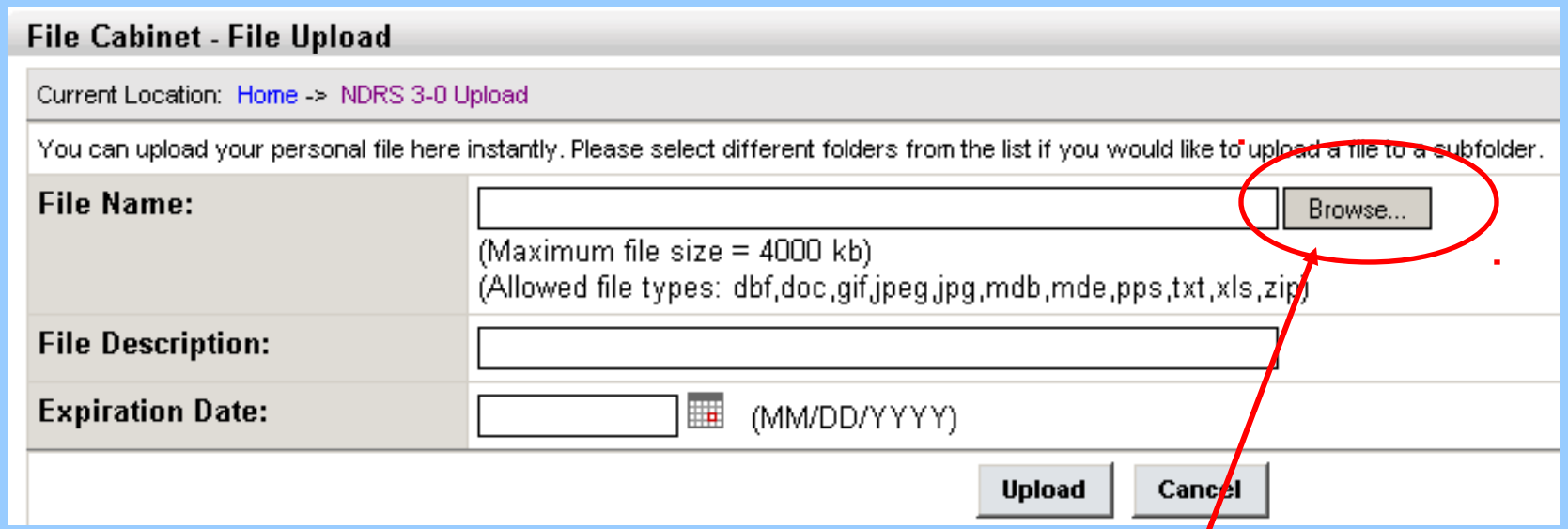
File Cabinet - File Upload
Current Location: Home -> NDRS 3-0 Upload
You can upload your personal file here instantly. Please select different folders from the list if you would like to upload a file to a subfolder.
File Name:
Browse...
(Maximum file size = 4000 kb)
(Allowed file types: dbf,doc,gif,jpeg,jpg,mdb,mde,pps,txt,xls,zip)
File Description:
Expiration Date:
(MM/DD/YYYY)
Upload
Cancel

Click the ‘Browse’ button to navigate to your data file.

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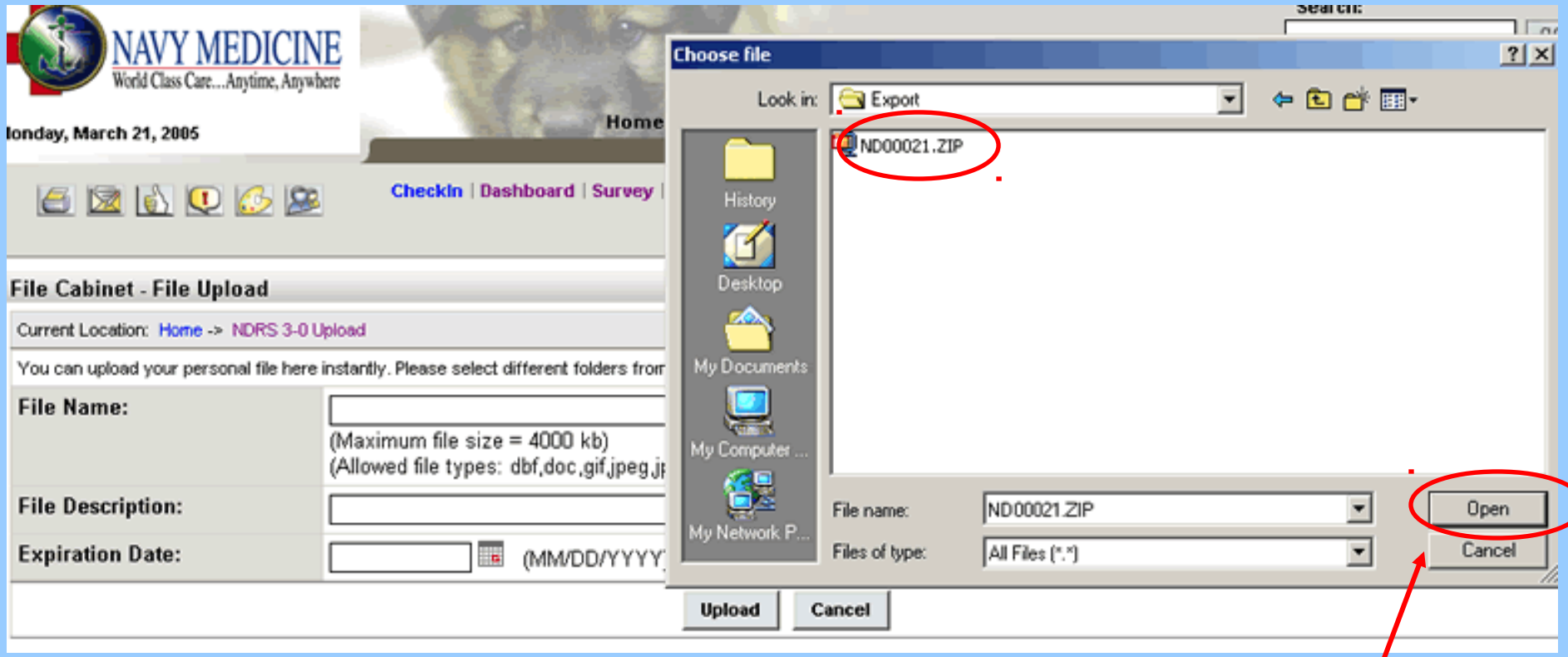
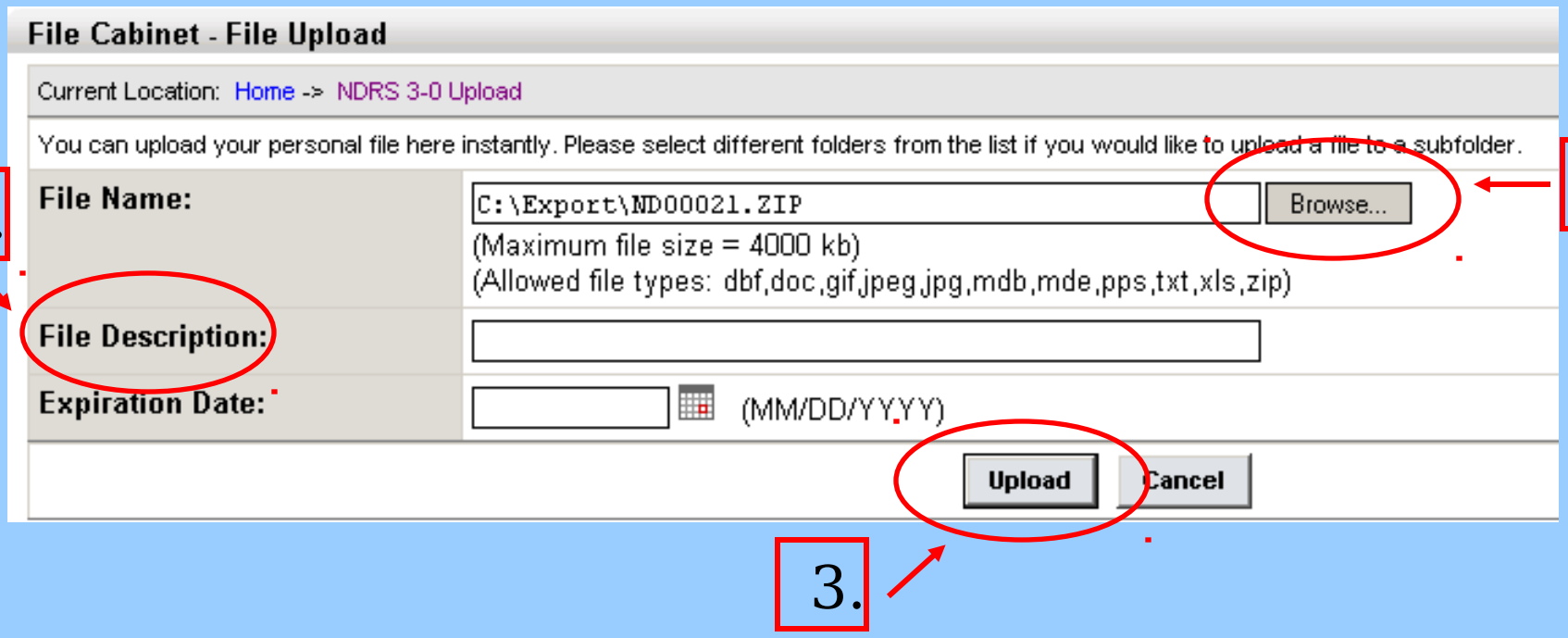


Click the ‘Browse’ button to navigate to your data file. Once located, highlight to select then click “Open” to load the data file.

Implementing Medical Event Reporting using NMO



1. Click the ‘Browse’ button to navigate to your data file. 2. Use the ‘File Description’ field to alert for any unusual cases. Leave ‘Expiration Date’ blank.
3. Click ‘Upload’ to post the file on NMO.

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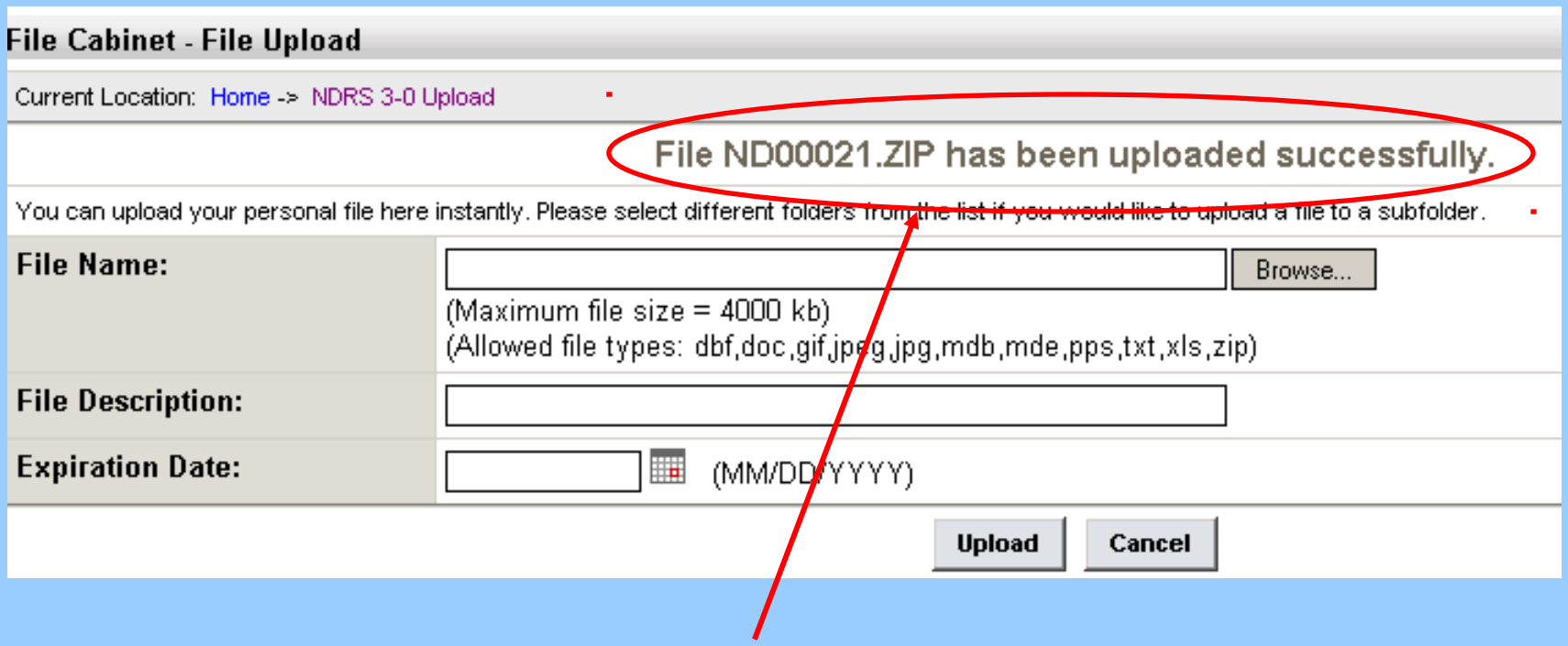
File Cabinet - File Upload
Current Location: Home -> NDRS 3-0 Upload
File ND00021.ZIP has been uploaded successfully.
You can upload your personal file here instantly. Please select different folders from the list if you would like to upload a file to a subfolder.
File Name:
Browse...
(Maximum file size = 4000 kb)
(Allowed file types: dbf,doc,gif,jpeg,jpg,mdb,mde,pps,txt,xls,zip)
File Description:
Expiration Date:
(MM/DD/YYYY)
Upload
Cancel

Successful upload sessions will display a confirmatory message that your file was successfully uploaded.

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(close-up)

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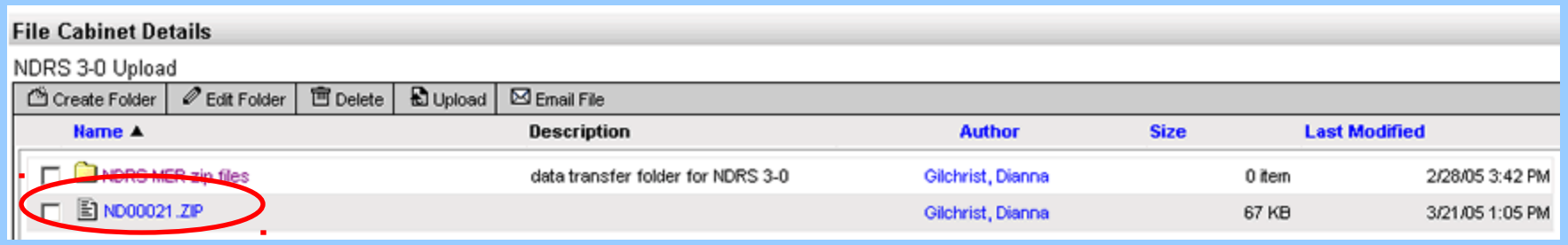
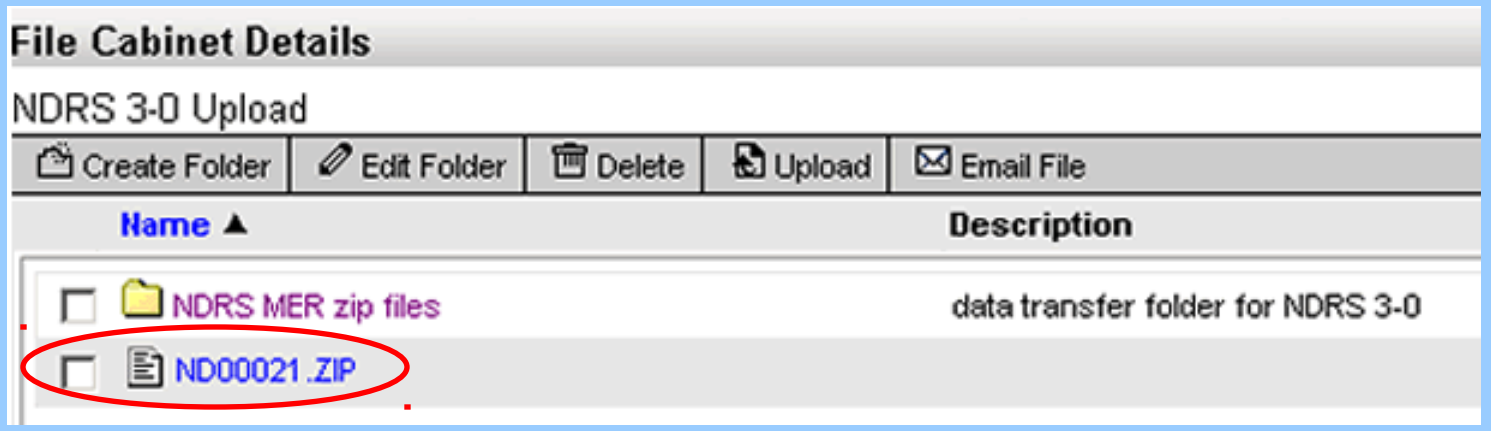


Check in the NDRS Upload folder to make sure the data file you just uploaded is there.



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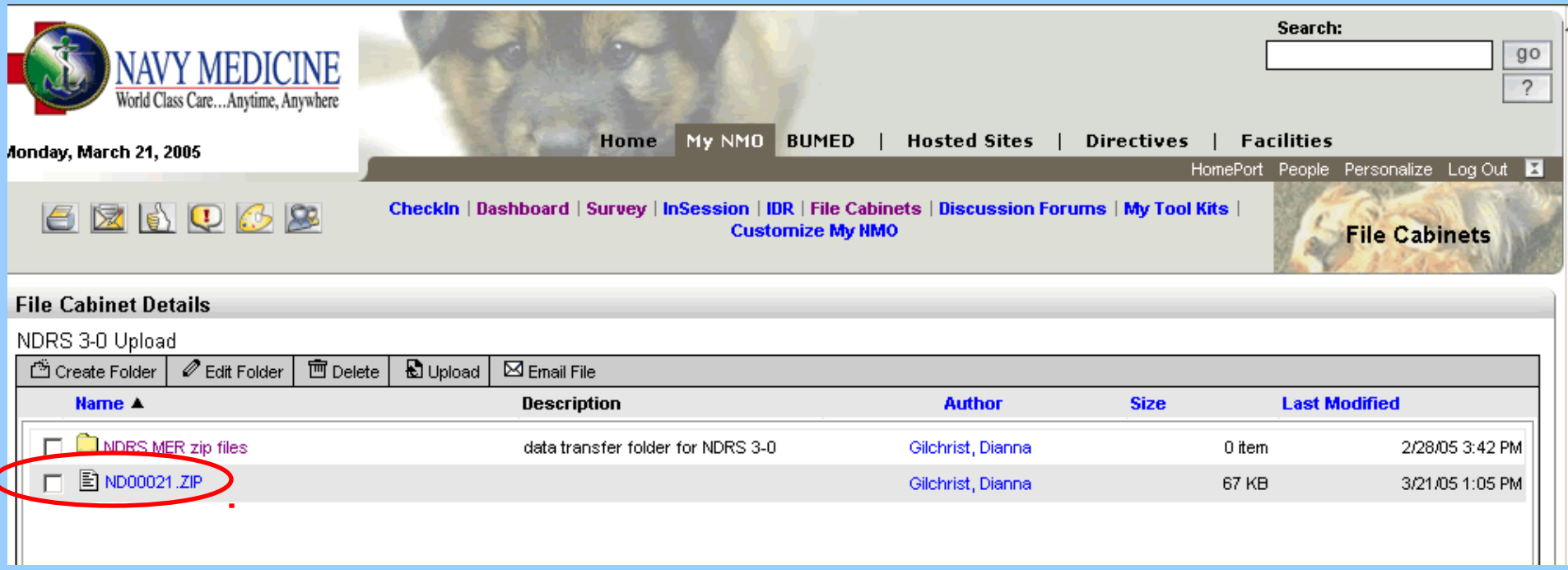

Once your data file has been successfully uploaded, you are finished! Log out of NMO, then close your browser. Users will not get a paper confirmation that their file was uploaded, but can always contact 'ndrs@nehc.med.navy.mil' to verify that their file was received, and screen print their 'successful file upload' message if needed.

QUESTIONS?

- Our hospital just switched over to FTP. Will this be the last change in reporting procedure? **There is no guarantee of how long we will be able to use this file cabinet,**

  but it meets all the security standards in place now.

- Who can upload through NMO? **Any registered user in NMO that has been added to the 'NDRS User Upload Group'.**

- Why is the 'Upload Group' necessary? **The user group was needed to give users permissions to upload their files, but prohibits them from modifying or deleting any other user's files.**

- My ship doesn't have Internet capability when we are out at sea. How do I report while out at sea? **Enter your MERs into NDRS as usual, but you will have to wait until you have Internet connectivity before you export/upload your data file. Notify your SMO and cognizant NEPMU per regular SOP for urgent reportable medical events**.

- I entered our MERs into NDRS and exported, but I can't find the data file on my computer. **Check your C:\Export folder first, as it is the default**

QUESTIONS?

- Is this the *NDRSi* application? **No, this is just another method to transmit the NDRS 3.0 files. *NDRSi* is a web application that will be completed on the web and submitted online.**

- How does my data get to my cognizant NEPMU? **Data submitted through NMO is collected by NEHC, scrubbed, and sent back to the NEPMUs twice weekly. This frees up personnel at the NEPMU since they don't have to manage NDRS data locally.**

- I've moved since I registered in NMO. Does that matter? **It doesn't affect your ability to upload files as long as you are registered in the '*NDRS Upload User Group*', but NEHC will be unable to contact you if you don't change your email address.**

- I thought there was a password on the NDRS data file that made it HIPAA compliant? **The password on the file does make it HIPAA compliant. The regulations necessitating this change are from the Department of Defense and NMIMC.**

- I'm a brand new PMT and got no idea how this works. What do I do? **Contact '*NDRS@nehc.med.navy.mil*' by email after you have registered in NMO and arrangements will be made to set you up over**